

Maryland Department of Public Safety & Correctional Services
Human Resources Services Division

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Gary D. Maynard
Secretary

John N. Flynn
Executive Director

Recruitment & Examination Announcement

Position Specific Recruitment: This is a position specific recruitment for the Maryland Department of Public Safety & Correctional Services for a vacancy located in the Baltimore/Jessup region. This list will expire in 12 months.

Recruitment For: **Correctional Maintenance Officer I – Automotive Services
(08-4048-904)**

(List both the title and announcement number on your application.)

Salary: \$34,113 - \$53,944 (Grade 13)

Closing Date: January 19, 2009

Limitations: Limited to candidates willing to work in Baltimore/Jessup Region

Position Duties:

Correctional Maintenance Officer I is the entry level of work involving the custody, security and supervision of adult inmates in maintenance and repair work in a correctional environment. Employees in this classification do not have supervisory responsibility for other employees.

Employees are assigned to day, evening, night or rotating shifts. Employees are subject to call-in during emergencies and staffing shortages. Work is performed in and around a correctional facility, and employees are continually exposed to inmates who may be abusive and hostile and have access to potentially dangerous tools and equipment. When assigned to outside maintenance jobs, employees are exposed to all types of weather conditions. Employees may be required to physically subdue and restrain inmates during fights, riots and escape attempts. The work may require moving objects weighing over 25 pounds.

Minimum Qualifications:

Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

Experience: Two years of experience in maintenance and repair of automotive vehicles and equipment.

Note: The above educational requirement is set by the Correctional Training Commission in accordance with Correctional Services Article, Section 8-209.

Licenses, Registrations and Certificates:

1. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland prior to permanent employment.
2. Some positions in this classification may require the operation of large vans for transportation of inmates or supplies. Employees assigned such duties will be required to obtain a Class C Maryland driver's license.

3. Employees who have not already done so must complete and successfully pass the Entrance Level Correctional Training Course required for the Maryland Correctional Training Commission certificate during the probationary period.

Special Requirements:

1. Selection standards for correctional officer certification are established by the Correctional Training Commission in accordance with Correctional Services Article, Section 8-209 of the Annotated Code. These selection criteria are listed in detail in detail in the Code of Maryland Regulations Title 12, Subtitle 10, Chapter 01 and include the following:
 - U. S. Citizenship
 - Must be at least 18 years of age
 - A completed background investigation
 - Oral interview
 - Physical examination
2. Employees are subject to call-in 24 hours a day and, must provide the employing agency with a telephone number where they can be reached.
3. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

Selection Process:

The examination may consist of a rating of your education, training and experience related to the requirements of the job. It is essential that you give complete and accurate information on your application. Successful candidates will be placed on the employment eligibility list categorized as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED. The list will be valid for at least one year and may be extended. The list will be used by the hiring agency to select employees.

Mail State Application (MS 100 Form) to:
MD Department of Public Safety & Correctional Services
Recruitment and Examination Unit
6776 Reisterstown Road
Suite 309
Baltimore, MD 21215-2342

Application forms (MS100) may be obtained from the personnel office at any Department of Public Safety and Correctional Services facility, by calling (410) 585-3060 or downloaded from www.dbm.maryland.gov

Equal Opportunity/ADA Employer

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